

27 JAN 1981

MEMORANDUM FOR: Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science and Technology
Legislative Counsel
Director of Data Processing

FROM: Thomas H. White
Director of Information Services, DDA

SUBJECT: Information Security Oversight Office Inspection

1. The Information Security Oversight Office (ISOO) has informed me that two ISOO employees will conduct an inspection of some Agency components during the five-month period February through June 1981. The inspection will devote the usual attention to classified document markings. In addition, to provide information for a series of special ISOO studies, the ISOO team also will focus on systematic declassification, the standardization of security forms, classification guides, and the application of ADP technology to information security. As in previous years, the inspection will be conducted in accordance with the "Procedures for Access to CIA Information to ISOO Personnel" (copy attached).

STAT 2. The two ISOO employees, Jane Payne (a former GSA Director of Security) and Harry Mason [] have discussed the inspection with members of my staff and have expressed the intention to visit the following components on the dates and times and for the purposes indicated:

25 February 1981

0945 Hrs	DDA/OIS/ITB	(The use of computers to enhance security)
1330 Hrs	DDS&T Registry	(DDS&T computer assisted registry)
1500 Hrs	NFAC/OER	(Classified document markings)

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18 March 1981

0945 Hrs	DDA/ODP	(Project SAFE)
1330 Hrs	DDS&I/FBIS	(Classified document markings)
1500 Hrs	DDO/DCD	(Classified document markings)

8 April 1981

0945 Hrs	DDA/OIS/CRD	(Systematic classification review)
1330 Hrs	NFAC/OCO	(Classified document markings)
1500 Hrs	DCI/OLC	(Classified document markings)

13 May 1981

0945 Hrs	DDA/OIS/RSB	(Security forms and classification guides)
1400 Hrs	DDO Geographical Branch	(Classified document markings)

10 June 1981

(Follow-up on any subject of special interest and/or return to components with substantive security or markings problems.)

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3. Please forward by COB 13 February 1981 the names of the individuals within your components who may be contacted concerning the ISOO visit. Responses should be directed to the Associate Agency Security Classification Officer, RMD/OIS/DDA, 1236 Ames Building. Questions concerning the inspection should be directed to [] extension [] green. STATSTAT

/s/ Thomas H. White

Thomas H. White

Attachment:
As Stated

cc: C/CRD/OIS

31 July 1979

PROCEDURES FOR ACCESS
TO CENTRAL INTELLIGENCE AGENCY INFORMATION
BY INFORMATION SECURITY OVERSIGHT OFFICE PERSONNEL

1. These procedures, developed through discussion between members of the Information Security Oversight Office (ISOO), General Services Administration, and the Office of Information Services, Directorate of Administration, Central Intelligence Agency (CIA), are established in recognition of the responsibilities of the Director, ISOO to monitor agency implementation of Executive Order 12065 and the Director of Central Intelligence (DCI) to protect intelligence sources and methods. Access by ISOO personnel to information under CIA's jurisdiction will be governed by these procedures.

2. The primary method by which the responsibilities of the DCI and the Director, ISOO will be balanced in order to provide ISOO personnel with appropriate access to CIA information is prescreening. Prescreening means review of CIA information by CIA personnel knowledgeable in its subject matter, prior to granting access to ISOO personnel. During this review, information that reveals intelligence sources and methods may be deleted from any document shown to ISOO personnel. If the information that would remain after deletion is not meaningful or is misleading, the entire document may be withheld. *Par. 6?*

3. ISOO personnel will be granted access to CIA classified information to verify that the information has been properly classified and marked in accordance with the provisions of Executive Order 12065 and implementing directives. Such information will be reviewed on a sampling basis. ISOO personnel may make unclassified notes sufficient to identify documents on which discrepancies are observed, but they will not include substantive information. Prior to removal from CIA premises, any notes will be reviewed by CIA personnel to ensure that they are unclassified and do not reveal intelligence sources and methods. Classified information or copies of classified documents will not be removed from CIA premises.

4. If a question should arise concerning withholding or removal of information, the information will continue to be withheld and to remain on CIA premises, and the question will be resolved between the Director, ISOO, and the Director of Information Services (DIS). Any formal appeals will be in accordance with the provisions of Executive Order 12065.

5. Any CIA information in the possession, custody or control of another agency is subject to the "third agency rule." This means that the other agency is not authorized to provide ISOO access to the information without prior CIA approval. Requests for approval must be directed to the DIS, and any access to such information normally will be limited to copies held on CIA premises. The same rule applies to any information of another agency in the possession, custody or control of CIA.

6. In addition to the above provisions, access to CIA information by ISOO personnel will be granted only upon CIA verification that their security clearances, SCI clearances, and CIA liaison clearances are appropriate in each case to the information subject to review.

7. The arrangements for visits to CIA by ISOO personnel will be made in the following manner. ISOO will provide OIS, in advance of any visit, an outline of specific interests and the amount of time to be spent on each. DIS will respond with a proposed agenda, coordinated within CIA, specifying times and places for access, and any anticipated problems. Agreement on the details of the visit will be reached between ISOO and OIS, and an OIS representative will accompany the ISOO personnel during their visit.

8. Prior to publication, any ISOO inspection report that includes CIA information and is to be made public will be reviewed by CIA personnel. This review will be for security purposes only, to ensure that the report is unclassified and does not reveal intelligence sources and methods.

Suggested information to be requested from CIA.

Statistical:

Number of pages reviewed under SRD FY 1980

Number of staff hours dedicated to SRD FY 1980

SRD Budget FY 1980

Number of pages declassified FY 1980

Number of pages exempted from declassification FY 1980

Narrative:

1. Copies of unclassified guidance to include guidelines, policy and procedural memoranda, staff information memoranda, etc.
2. Copies of training plan, if any, for new SRD reviewers and of training exercises if any.
1. Have available for examination any classified guidelines, etc., used by SRD reviewers.
3. Copies of worksheets, checklists, control documents, etc. used to administer the SRD program.

NOTE: SRD= Systematic Review for Declassification

1. CRP'S
DOD, NARS GUIDELINES, ETC.
2. BRIEFING PAPER ON DARE SYSTEM
BRIEFING NOTEBOOK FOR NEW REVIEWERS
3. SHEFLISTS
AUTOMATED LOG
4023A
PRINTOUT CONTROL LOG
SAMPLES OF STAMPS
LETTERS TO OTHER AGENCIES (ON NIS, ETC.)

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TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	CIA DDA/OIS/CRD		
2.	File Liaison w/ISOO, with this routing slip.		
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Per our conversation this morning, this is a list of specific information/ hard copy that we would like to have . Call me if there is a problem or questions.

PROCEDURES
PRODUCTIVITY

27 JAN, 0900 — MEETING CANCELLED.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org, symbol, Agency/Post)	Room No.—Bldg.
JOHN CORNETT ISOO	
	Phone No. 633-6880

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

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